

15 April 1982

MEMORANDUM FOR: Chief, Classification Review Division

FROM:

[redacted]
Admin Branch, CRD

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SUBJECT: CRP Team, January-March 1982

REFERENCE:

Memo for Record dtd 16 Feb 82 from [redacted]
SUBJECT: Review of Procedures Committee Activities,
August-December 1981

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The following report of the three month period during which I served as team leader is broken down into three segments; Accomplishments, Procedures Outstanding, and Suggestions.

1. Accomplishments

a. Procedures Published:

- (1) OSS 82-1, "Processing Documents on Charge-Out"
- (2) CRP 82-1, "Classification Level for [redacted] Information"
- (3) CRP 82-2, "Preparation of Records Prior to Systematic Review"
- (4) CRP 82-3, "Review of Motion Picture Film"
- (5) Memorandum dated 6 April 1982 was issued to make minor (pen and ink) changes in CRPs 79-16, 79-39, 80-3, 80-4, and 80-15.

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NOTE: Changes suggested by reference to CRPs 79-7, 79-8 and 80-16 have been studied and determined to be unnecessary.

(6) CRP 82-4, "Entry of Sensitive Compartmented Document Titles in The DARE System Auxiliary"

b. Procedures suggested but disapproved:

A CRP requiring the use of the Executive Registry number in the document identification number field in the DARE System was suggested by the S&T Branch member. This suggestion was favorably received by

DCI registry and the majority of CRD personnel. However, there ^{was} some strong objections due to lack of reliability and the logic of the DARE editing software. The Chief, CRD decided to disapprove this suggested CRP.

2. Procedures Outstanding

a. "Protection of Names" - C/CRD Holding

b. "Review of Documents by File Folder" - C/CRD Holding

c. "Handling of CIA-Originated TS Documents Received from Departments of State and Defense" - Several drafts by three CRP Team Leaders have been unsuccessful since none comply with the requirements of the controlling regulation (Manual for TOP Secret Control Officers). A suggested modification of the basic rules was given to Records Management Division on 26 Jan 82 and is now under consideration by TSCADS. In order to solve this impasse, we should either strickly follow present TS control rules or seek an exception from Director, OIS.

d. CRP 79-34 - "Discrepancies in Review Action" - Acting Chief, Intel Branch has this CRP under study to bring the timing of resolution of discrepancies more in line with reality. Present CRP requires it monthly.

3. Suggestions

The suggestions contained in reference are still valid. In addition I would like to suggest the following:

a. Reduce the wordiness of CRPs since the shorter the more likely *they* will be used as ~~a~~ reference tools. Most people don't like and tend not to use overly long instructions.

b. More uniformity would simplify our CRPs and our operations. All branches should use the same procedures to the maximum extent possible. For instance, we should all use 4023As for input or we should all use the stamp.

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